Get Your TA

USER GUIDE

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1. <u>Introduction</u>

Overview

Get Your TA is a Desktop Application software Designed and Developed by LogiCode.

The software focuses on generation of TA (Travelling allowance) bill and Tour Diary.

Get your TA is mainly developed for the government servants of Maharashtra state, previously the bill was generated manually which was very tedious task, this product generates the TA bill within no time that too efficiently.

Users just need to enter some values such as date, time, destination and vehicle type etc.

Some values such as distance are auto generated by the software resulting in reduction of the tasks of the user.
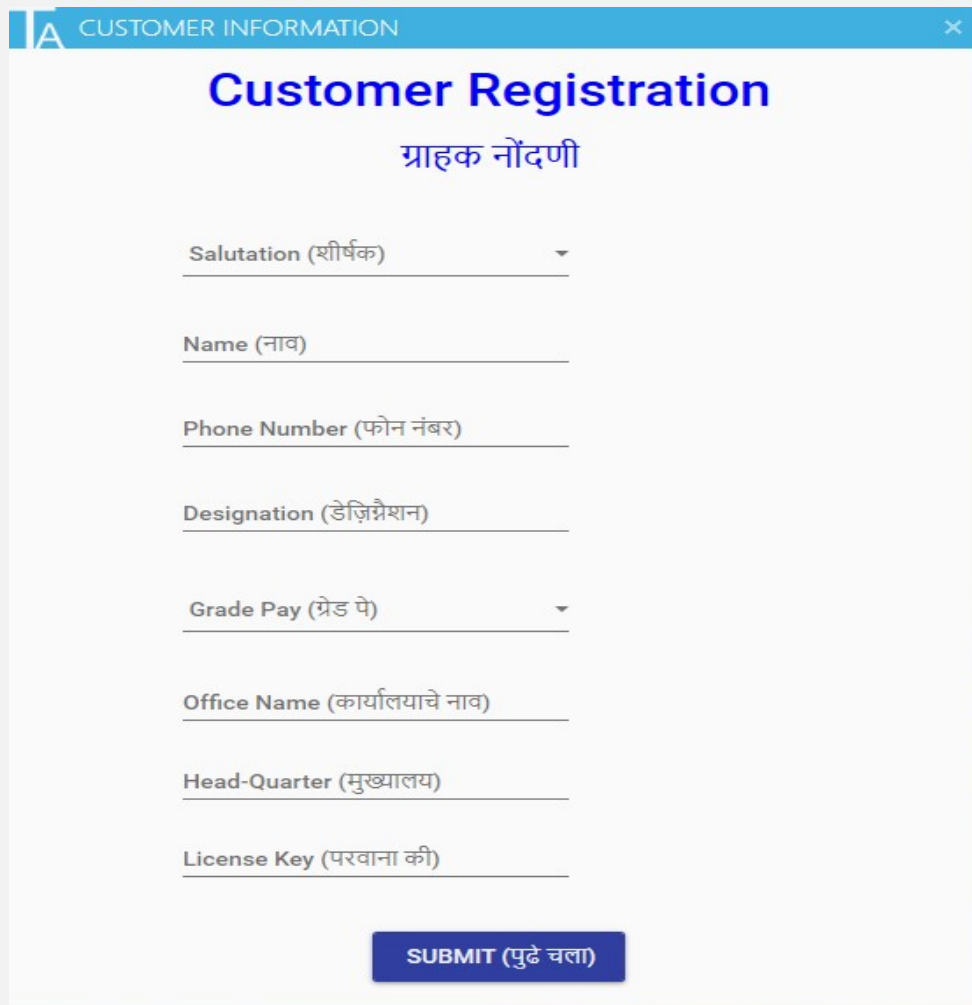
Advantages

- ✓ It is fast and efficient.
- ✓ It is very handy to use.
- ✓ It can generate an excel sheet of your TA bill & Tour Diary.
- ✓ It keeps a record in the tour diary.
- ✓ Lightning Fast Installation.
- ✓ Support for Local Language (Marathi).

2. **Registration**

How to register yourself in the software.

1. Once you launch the software for the first time it will open a registration window.

2. Fill in all the details as per the above screenshots.

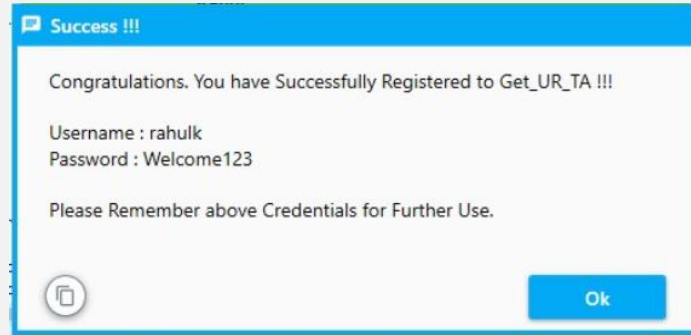Salutation (Mr. /Mrs. /Miss.)
Name (First Middle Last)
Phone
Designation
Grade pay

Office Name
Head-Quarter
License Key

3. And click the submit button. You will get a Success message box with your Username and Password (Make sure you remember your username and password for further use)

4. After this you will be forwarded to the Login Page. You will have to Login with your newly created Username & Password. You can change your Password later.

3. Login to the Software

1. Once you have register successfully, a login window will appear.
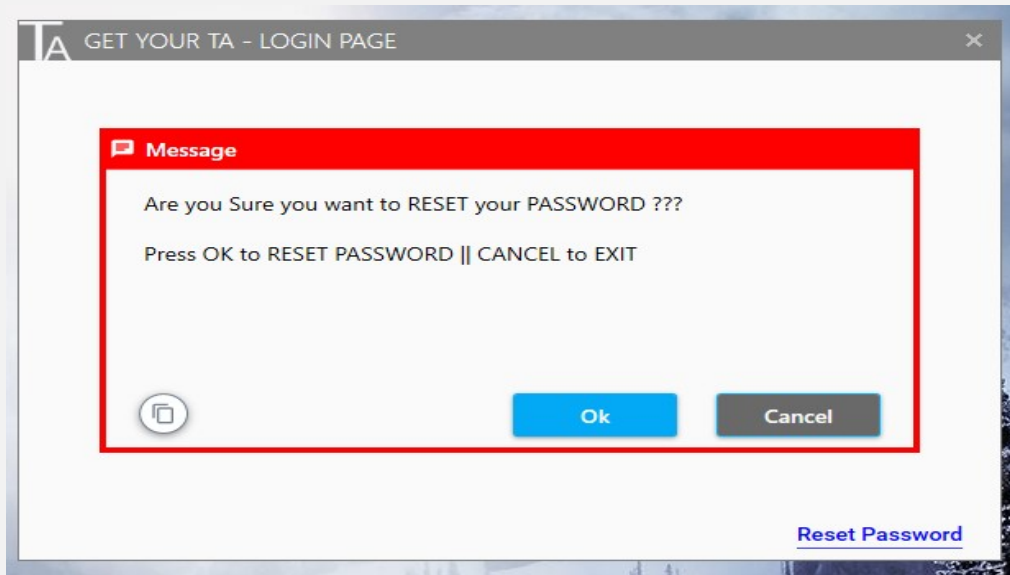   Enter your user name and password and click on submit.

4. **Reset Password**

If you forget your password click Reset password link. This will reset your password to your first password (Phone Number) that you entered during registration.

1. Click on the link Reset Password. It will give you a message box.
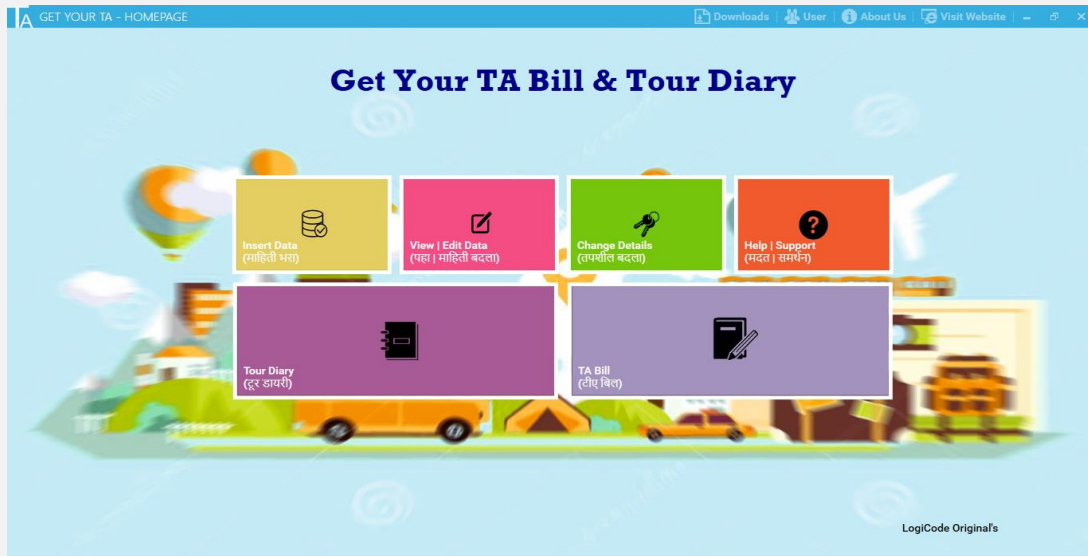
2. Click OK if you really want to RESET or click CANCEL.

3. When you click on OK Button you will get a message box stating that your password has been RESET.
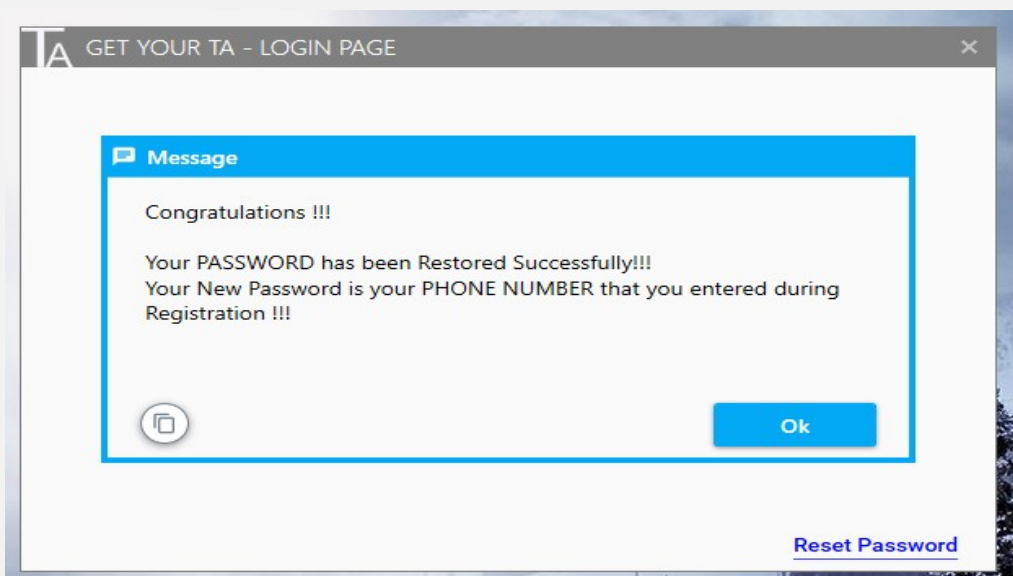
5. **Home Page**

On the home page you will find the following options.

- Insert Data
- View| Edit | Delete Data
- Change Password
- Help | Support
- TA Bill
- Tour Diary

You can start your work with inserting the Data.

Insert Data

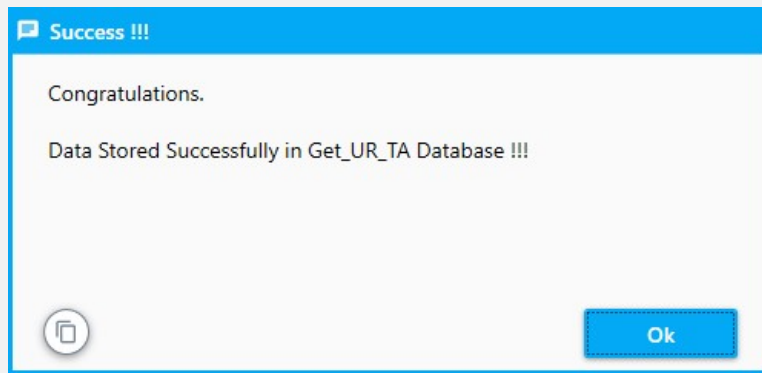Click on the Insert data button on the home page and the following screen will open.

Three types of insert:-

1) Insert Tour Data
2) Insert Office Data
3) Insert Holiday/Leave

Insert Tour Data

(User input section)

1. Select the Tour round blue button on top of page.
2. Enter the start and End date from time picker option. Once you select the start date on left side on screen in overview section you can see the overview of the month, In which you can see if data is present for each day in that month.
3. Enter Start and End time and check the AM and PM while inserting, the time difference will be automatically calculated.
4. Enter the source and the Destination (Name of the cities from the drop down)
5. Select stay from the dropdown button, dropdown have two option Hotel and Without Hotel. Once you select stay option DA Rate, DA and DA Percent will be automatically calculated.
6. Enter KM and fare of only one way trip, software will automatically calculate round trip fare. Once you enter fare the total will be automatically calculated.
7. Enter remarks if any.

8. Click Next button and you will get a summary page, Verify the data and click insert button.

9. You will get a success message once the data is stored successfully in the database.

10. Your data is inserted successfully after you get the above message.

Insert Office Data

(User input section)

1. Select the Office round blue button on top of page.
2. Enter the start and End date from time picker option. Once you select the start date on left side on screen in overview section you can see the overview of the month, In which you can see if data is present for each day in that month.
3. Enter Start and End time and check the AM and PM while inserting, the time difference will be automatically calculated.
4. Enter the source (Name of the city where your office is located)
5. As you are working from office so Destination, Stay, Vehicle, KM and Fare will be disabled, Means You will not be able to select those field.
6. Enter remarks if any.

Insert Holiday/Leave Data

(User input section)

1. Select the Holiday round blue button on top of page.
2. Enter the start from time picker option. Once you select the start date on left side on screen in overview section you can see the overview of the month, In which you can see if data is present for each day in that month.
3. As it is Holiday/Leave, so End date, Start time, End Time, Origin, Destination, Stay, Vehicle, KM and Fare will be disabled, Means You will not be able to select those field.
4. Enter remarks if any.

5. Click Next button and you will get a summary page, Verify the data and click insert button.

View| Edit | Delete Data

View and Edit data

1. Click on the View | Edit | Delete Data button on the home page and the following screen will open.

2. Select month and year and click on Display data and following screen will open.

3. Select the row for which you want to edit the data and click on edit record button, you will get below screen.

4. You can edit and change any of the details just as you insert them and then click on Next button.

5. Verify the data in summary screen and click Update button.
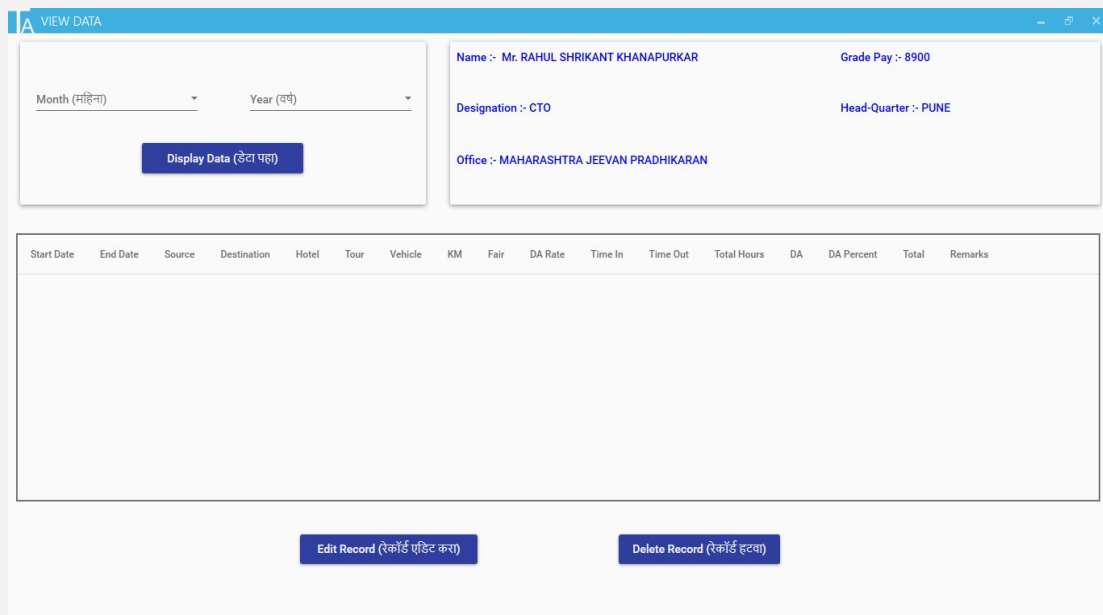
6. You will get the success message as follows.
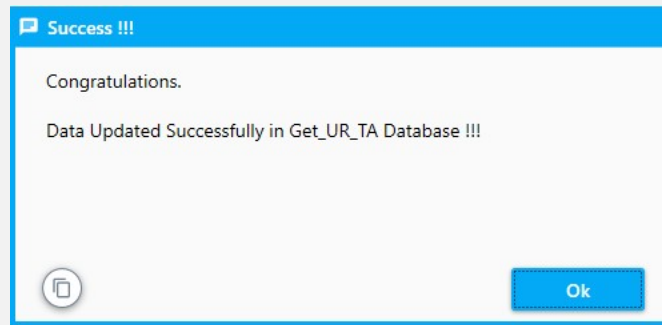
View and Delete data

1. Click on the View | Edit | Delete Data button on the home page and the following screen will open.

2. Select month and year and click on Display data and following screen will open.

3. Select the row which you want to delete and click on Delete record button. Once the record is deleted you will get a success message.

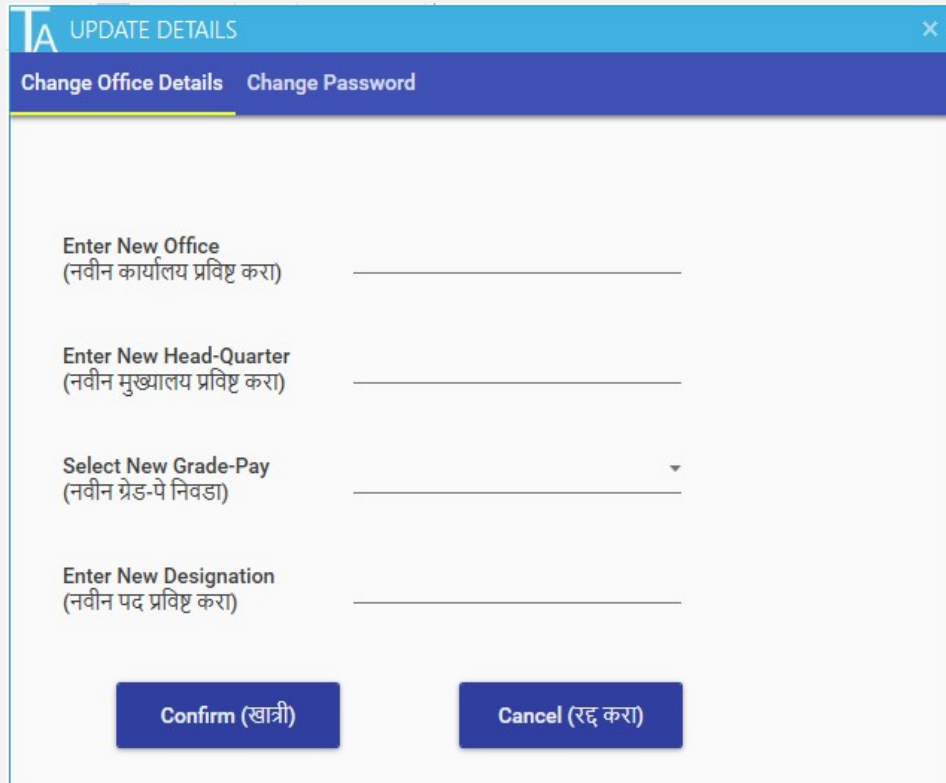4. But remember you can only delete 5 Records in a Day. If you exceed this limit further records will not be deleted & you will get a message. You can again delete records next day.

Change Details

Change Office Details

1. Click on the Change Details button on the home page and the following screen will open.

2. By default Change office details tab is selected.
3. Insert the data that needs to be changed and click on confirm button. You can change Office name, Head Quarter, Grade-pay, Designation.

Change Password

1. Click on the Change Details button on the home page and select change password tab on the window the following screen will open.
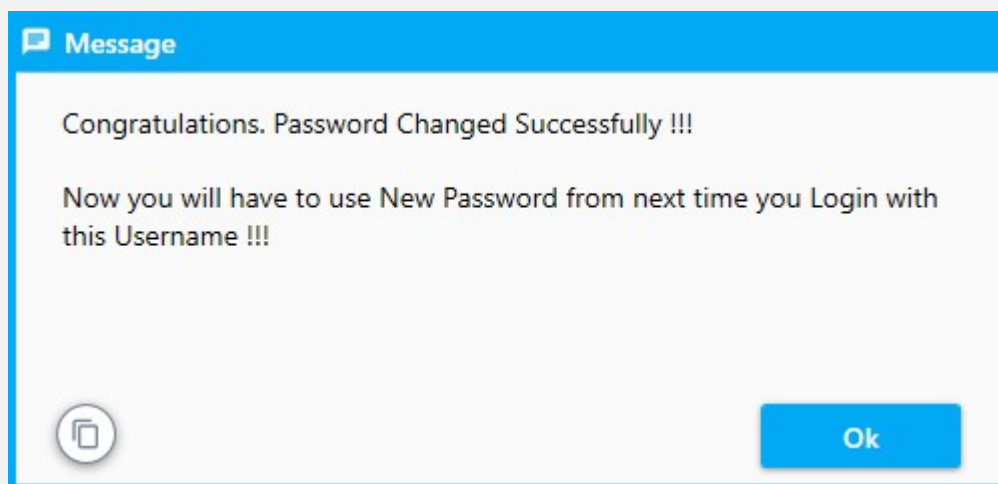

2. Your Username will be automatically populated, Enter Old password.
3. Enter the new password and confirm the new password.
4. Once you click the confirm button you will get below screen.

Generate TA Bill

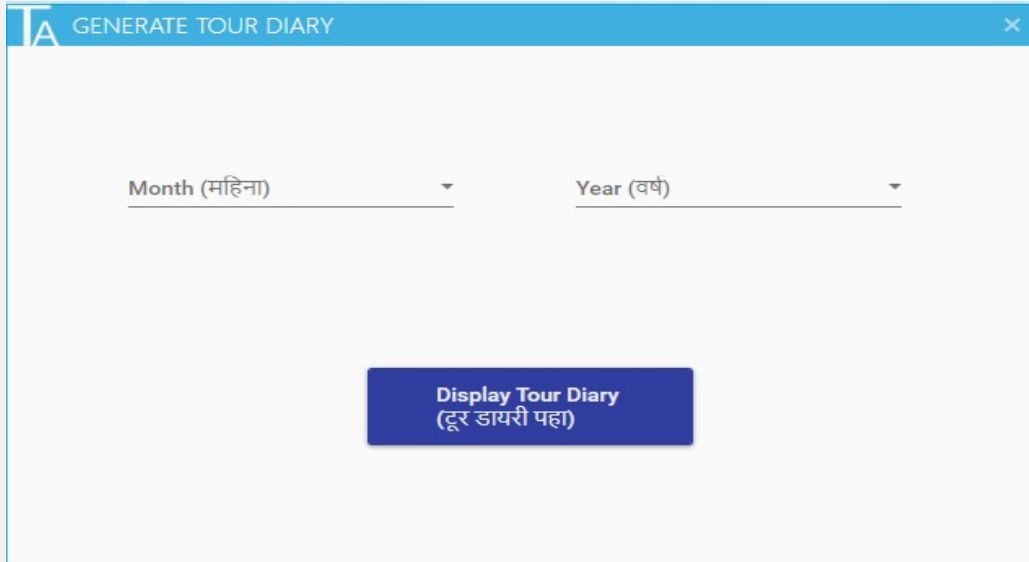1. Click on the TA Bill button on the home page and the following screen will open.

2. Select the month and the year and click on Display TA Bill, Your TA bill will get generated in an excel sheet on your desktop with folder name TA Files, You can take a print of the sheet.

Generate Tour Diary

1. Click on the Tour Diary button on the home page and the following screen will open.

2. Select the month and the year and click on Display Tour Diary, Your Tour Diary will get generated in an excel sheet on your desktop with folder name TA Files, You can take a print of the sheet.

6. <u>Downloads</u>

1. When you click on the Downloads button on top (located at title bar of Home Page), the following window will appear.
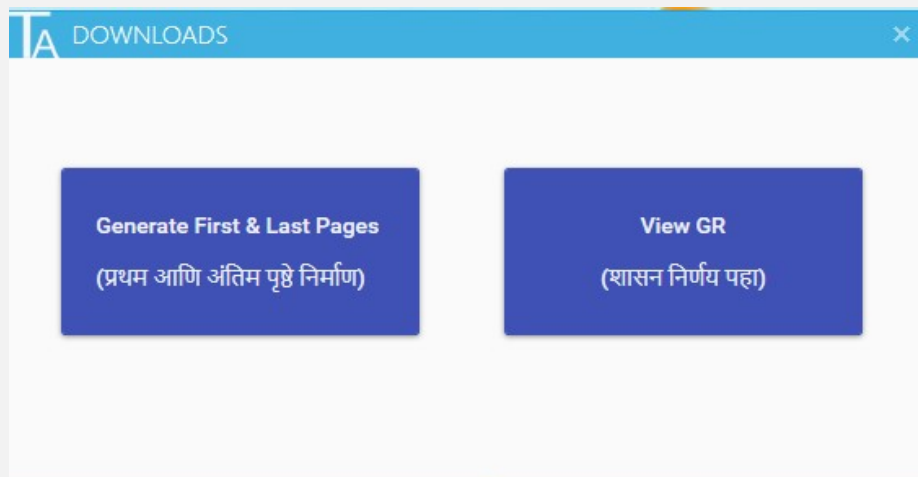
2. It contains 2 buttons:-
   a) Generate First & Last Pages
   b) View GR
3. When you click on Generate First & Last Pages it will generate a PDF File with the Pages needed to Submit TA Bill & Tour Diary. It will be saved at Location: - Desktop with folder name TA Files.
4. When you click on View GR, it will open Government GR for your reference.